Training Checklist for Administrative Staff

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

1. General explanation of the Program:

   A. Purpose of the Program

   B. Site eligibility

   C. Recordkeeping requirements

   D. Organized site activity

   E. Meal requirements

   F. Nondiscrimination compliance

2. How the Program operates:

   A. How meals will be provided

   B. The delivery schedule, if applicable

   C. What records are kept and what forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):

   A. How to conduct site visits and reviews

   B. Sites for which each monitor is responsible

   C. Monitoring schedule

   D. Reporting procedures

   E. Office procedures